

New Wiki Contributors Training – Lesson 8

06 Oct 2011

Welcome

Welcome, everyone, to the eighth lesson, out of twelve, of the New Wiki Contributors Training.

Scheduled Topics

The topics for today are: Copying and pasting – from Microsoft Office Word, from OpenOffice.org Writer; running OpenOffice from a flash drive

Overview

When copying and pasting from any of the popular word processing programs into any of the FamilySearch Research Wiki's editing modes, the results are not always what you would like. Text that you have formatted in a particular way will usually lose that formatting and may bring undesired extra formatting issues along with it. There are now several methods available to help convert what you have created "Offline" into MediaWiki text format, which is what our Wiki uses.

Copying and Pasting – from Microsoft Office Word



Parish Location

Härad (District): Leksand is in the Nedansiljan district. Nedansiljan means literally, "below Siljan." Siljan is the sixth largest lake in Sweden.¹ Leksand is at the lake's southern shore.²

Figure 1 – Wiki page - Sweden Leksand parish.docx (Microsoft Office Word 2007 Professional document)

Example 1

The Process

1. Created a document called **Wiki page - Sweden Leksand parish.docx** (see Figure 1).
2. Copied and pasted straight from the document into the *FCK/Rich text* editor. Notice that bolding, font size, and footnote numbers are transferred into plain text.

The Result

Parish Location

Härad (District): Leksand is in the Nedansiljan district. Nedansiljan means literally, "below Siljan." Siljan is the sixth largest lake in Sweden.¹ Leksand is at the lake's southern shore.²

This is a Test

This is a test of the Microsoft Office Word 2007 ability to transfer MS Office document text to Wiki text.

The add-in for the program was downloaded from

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=8e519637-afb0-4134-a91f-7b0e8d933> and installed from an administrator account on a Microsoft Windows 7 Starter (32-bit) system, using Microsoft Office Word 2007 SP2 (part of Office Home and Student 2007).

The program installed fine.

To translate into Wikitext after creating your document, the procedure is:

1. In the upper left-hand corner, click the **Office button**, click **Save As**, and then select **Other Formats**.
2. Click the **down arrow** next to the box labeled Save as type, and then select **MediaWiki (*.txt)**. It will be next to the last on the list.
3. Type a name for the document in the File name box, making sure that it ends with .txt.
4. Click the **Save** button.

Figure 2 – This is a Test.docx (Microsoft Office Word 2007 Home and Student document)

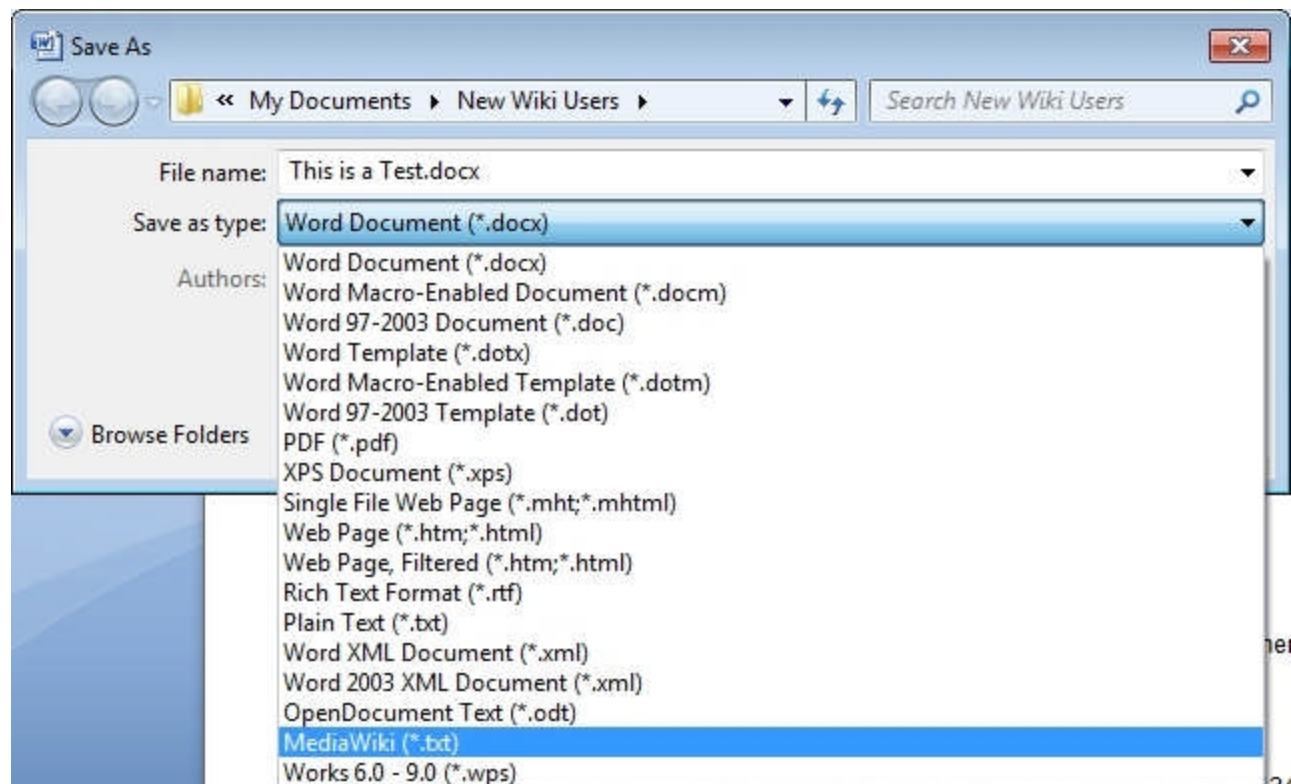


Figure 3 – Exporting from Word 2007 to MediaWiki format

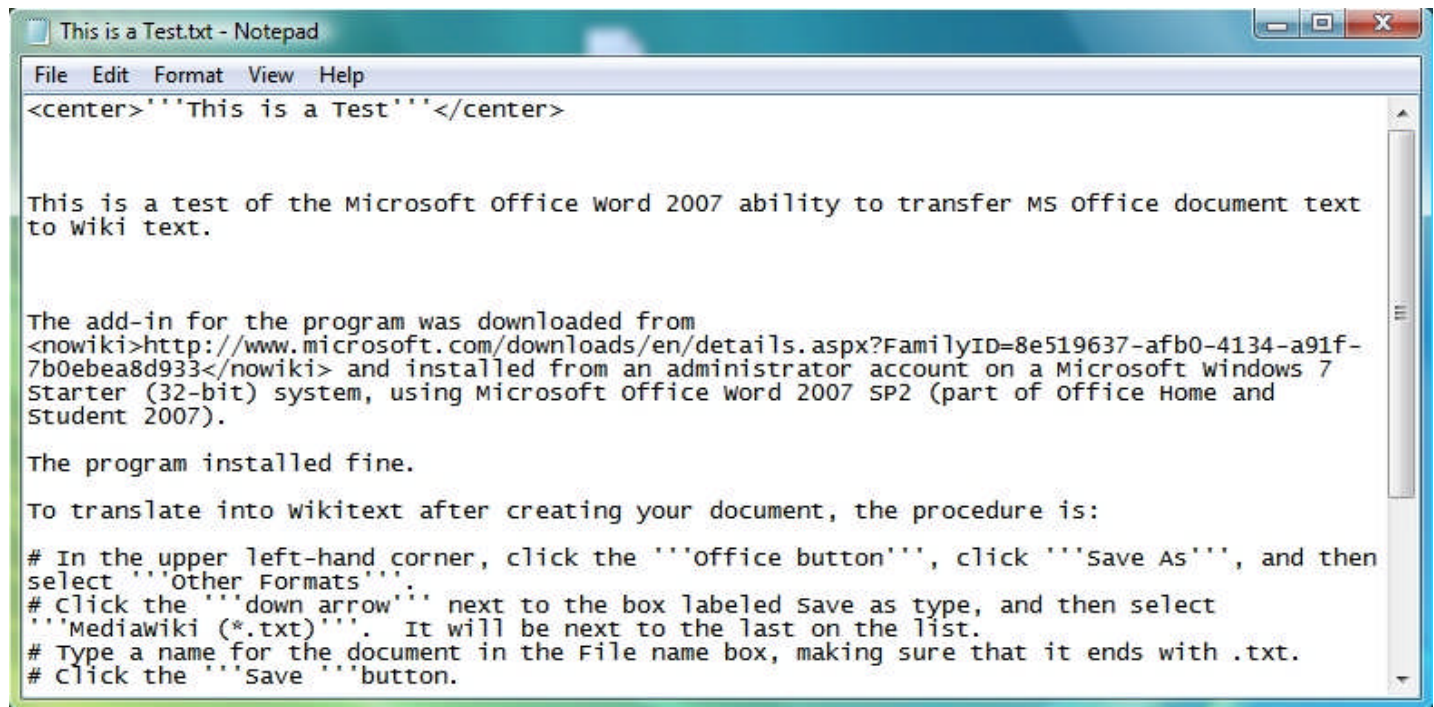


Figure 4 – This is a Test.txt (Notepad document)

Example 2

The Process

1. Created a Word document named **This is a Test.docx** (see Figure 2).
2. Translated the Word document into MediaWiki text, following the instructions in the document (see Figures 2 & 3), and named the export **This is a Test.txt** (see Figure 4).
3. a. Signed in to the Wiki, clicked **Edit**, and then clicked the **Wikitext** button.
b. Opened the **This is a Test.txt** (see Figure 4) document; in the Menu bar, clicked **Edit**, and then clicked **Select All**; right-clicked the highlighted area and then selected **Copy**.
c. In the correct place in the Wiki editing box, right-clicked and then selected **Paste**. The Wiki page was previewed, a description was typed in the Summary box, and then the page was saved. Notice that all the formatting came through, except that the link to the add-in is not clickable (see *The Result-1*, below).
4. To obtain the clickability of the Microsoft link, in Wikitext mode, deleted **<nowiki>** (see Figure 4) before the link and **</nowiki>** after the link. This worked fine.
5. However, as we're not supposed to put the full URL for an external link on an article page, this link was further edited. It was changed to be:
[http://www.microsoft.com/downloads/en/details.aspx?FamilyID=8e519637-afb0-4134-a91f-7b0ebea8d933 here] (see *The Result-2*, below).

The Result-1

This is a Test

This is a test of the Microsoft Office Word 2007 ability to transfer MS Office document text to Wiki text.

The add-in for the program was downloaded from <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=8e519637-afb0-4134-a91f-7b0e8ea8d933> and installed from an administrator account on a Microsoft Windows 7 Starter (32-bit) system, using Microsoft Office Word 2007 SP2 (part of Office Home and Student 2007).

The program installed fine.

To translate into Wikitext after creating your document, the procedure is:

1. In the upper left-hand corner, click the **Office button**, click **Save As**, and then select **Other Formats**.
2. Click the **down arrow** next to the box labeled Save as type, and then select **MediaWiki (*.txt)**. It will be next to the last on the list.
3. Type a name for the document in the File name box, making sure that it ends with .txt.
4. Click the **Save** button.

The Result-2

This is a Test

This is a test of the Microsoft Office Word 2007 ability to transfer MS Office document text to Wiki text.

The add-in for the program was downloaded from [here](#)  and installed from an administrator account on a Microsoft Windows 7 Starter (32-bit) system, using Microsoft Office Word 2007 SP2 (part of Office Home and Student 2007).

The program installed fine.

To translate into Wikitext after creating your document, the procedure is:

1. In the upper left-hand corner, click the **Office button**, click **Save As**, and then select **Other Formats**.
2. Click the **down arrow** next to the box labeled Save as type, and then select **MediaWiki (*.txt)**. It will be next to the last on the list.
3. Type a name for the document in the File name box, making sure that it ends with .txt.
4. Click the **Save** button.

NOTES:

— The Microsoft Office Word Add-in For MediaWiki supports Microsoft Office 2007 SP2, Microsoft Office 2010, and above; on XP, Vista, and Windows 7 machines.

— The Microsoft Office Word Add-in for MediaWiki would not properly install on a Microsoft Vista Home Edition SP2 (64-bit) system (even from an administrator account), using Microsoft Office Word 2007 Professional SP2 (later updated to SP3). While the add-in is listed under Programs and Features in the Control Panel, MediaWiki (*.txt) is not an option in the list of formats that can be saved. Either the problem is because of the system being 64-bit, or somehow the settings are preventing the installation.

— There were also problems trying to use this add-in on a Windows 7 SP1 (64-bit system), using Microsoft Office Word 2010 Starter (see figures 6 & 7).

It installed with no problems from an Administrator account.

To save a document using this add-in, click **File > Save As > Save as type > MediaWiki (*.txt)** (see Figure 5). This is how it should look:



Figure 5 – Exporting from Word 2010 Starter to MediaWiki format

However, when saving this file, the following error occurred:

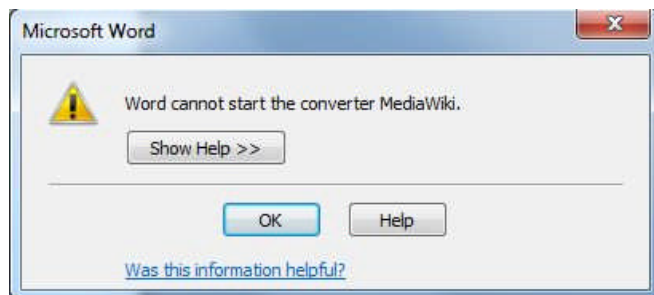


Figure 6 – Exporting error (a)



Figure 7 – Exporting error (b)

Uninstalled the add-in, rebooted the computer, re-installed the add-in, and rebooted the computer again. The results were the same. Microsoft says that the Starter versions have “basic features that let you take on simple projects” but, “do not include functions like SmartArt graphics, the ability to track changes or pivot tables.” Evidently, they will also not run add-ins. Either that, or the problem is with this being a 64-bit system.



Copying and Pasting – from OpenOffice

OpenOffice.org (OOo) version 2.4.1 is the last version of OpenOffice that included the ability to export into MediaWiki formatted text. An extension has since been found that will work with OOo versions 3.0 and above.

THIS IS A TEST

This is a test of the OpenOffice.org (OOo) 2.4.1 ability to transfer OpenOffice document text to Wiki text.

This version of the program was downloaded from <http://www.brothersoft.com/openoffice.org-download-76797.html> and installed from an administrator account on a Microsoft Vista Home Premium (64-bit) system.

The program installed fine (after uninstalling the previously installed current version of OpenOffice). To export into Wiki usable format, the procedure is:

1. In the Menu bar, click **File**, and then click **Export**.
2. Click the **down arrow** next to the box labeled File format and select **MediaWiki (.txt)**.
3. Type a name for the document in the File name box, making sure that it ends with **.txt**.
4. Click the **Save** button.

Figure 8 – THIS IS A TEST.odt (OpenOffice 2.4.1 document)

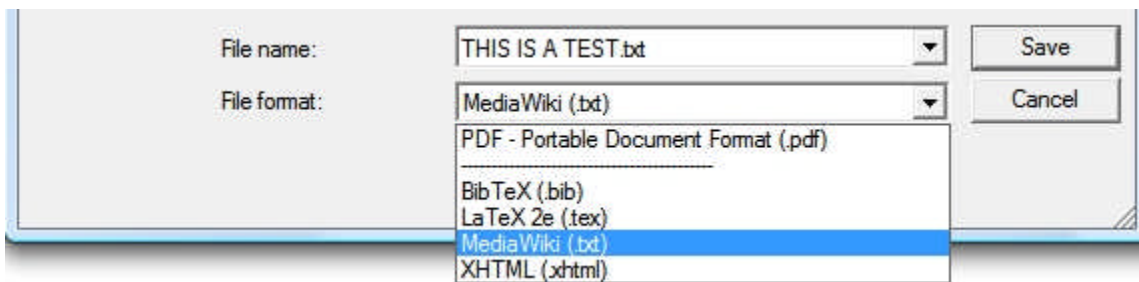


Figure 9 – Exporting from OOo v 2.4.1 to MediaWiki format

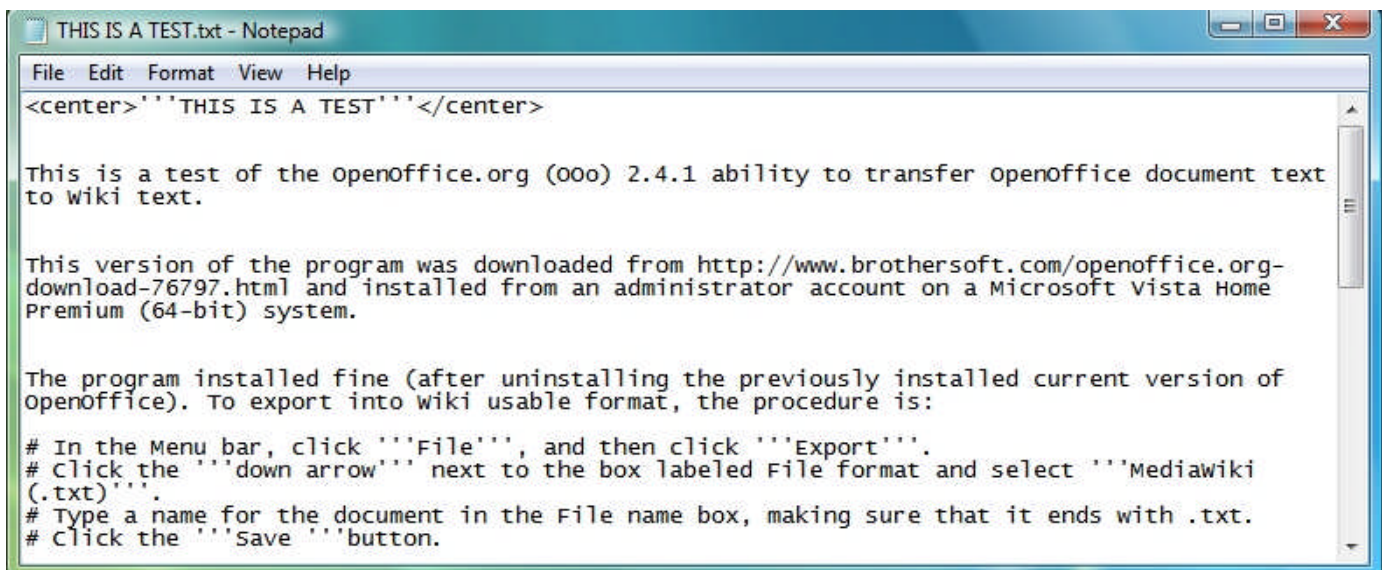


Figure 10 – THIS IS A TEST.txt (Notepad document)

Example 1

From OpenOffice version 2.4.1

The Process

1. Created a document named **THIS IS A TEST.odt** (see Figure 8).
2. Translated the OpenOffice document into MediaWiki text, following the instructions in the document (see Figures 8 & 9), and named the export **THIS IS A TEST.txt** (see Figure 10).
3.
 - a. Signed in to the Wiki, clicked **Edit**, and then clicked the **Wikitext** button.
 - b. Opened the **THIS IS A TEST.txt** (see Figure 10) document; in the Menu bar, clicked **Edit**, and then clicked **Select All**; right-clicked the highlighted area and then selected **Copy**.
 - c. In the correct place in the Wiki editing box, right-clicked and then selected **Paste**. The Wiki page was previewed, a description was typed in the Summary box, and then the page was saved. Notice that all the formatting came through. (Of course, the link would be further edited, so that the full URL does not appear on the article page.)

The Result

THIS IS A TEST

This is a test of the OpenOffice.org (OOo) 2.4.1 ability to transfer OpenOffice document text to Wiki text.

This version of the program was downloaded from <http://www.brothersoft.com/openoffice.org-download-76797.html> and installed from an administrator account on a Microsoft Vista Home Premium SP2 (64-bit) system.

The program installed fine (after uninstalling the previously installed current version of OpenOffice). To export into Wiki usable format, the procedure is:

1. In the Menu bar, click **File**, and then click **Export**.
2. Click the **down arrow** next to the box labeled File format and select **MediaWiki (.txt)**.
3. Type a name for the document in the File name box, making sure that it ends with .txt.
4. Click the **Save** button.

NOTES:

— The program icons do not automatically appear on your desktop. Use your Start menu to find them, or locate them at a place similar to C:\Program Files (x86)\OpenOffice.org 2.4\Program. Right-click the application and select **Create Shortcut**. When asked if you want the shortcut placed on the desktop, press the **Yes** button.)

— If there are any images in your file, instead of posting the image to the Wiki, exporting from OpenOffice will instead show this placeholder:

[[Image:]]

Images must still be uploaded to the FamilySearch Research Wiki in the normal manner.

— If you receive an error message regarding Java runtime environment (JRE), follow this procedure:

1. On the program's Menu bar, click **Tools**, and then select **Options**.
2. On the left side, under OpenOffice.org, click **Java**.
3. Under Java options, make sure that there is a checkmark in the box next to "Use a Java runtime environment," and the current version of JRE is listed in the white box. (If it is not listed, click the **Add** button, locate it on your computer, and then click **OK**.)
4. Check to see if there is an empty radio button next to the words "Sun Microsystems Inc."
5. Select the JRE version and then click the **radio button** (see Figure 11, below).
6. Press the **OK** button.
7. The export to MediaWiki text will now work correctly.

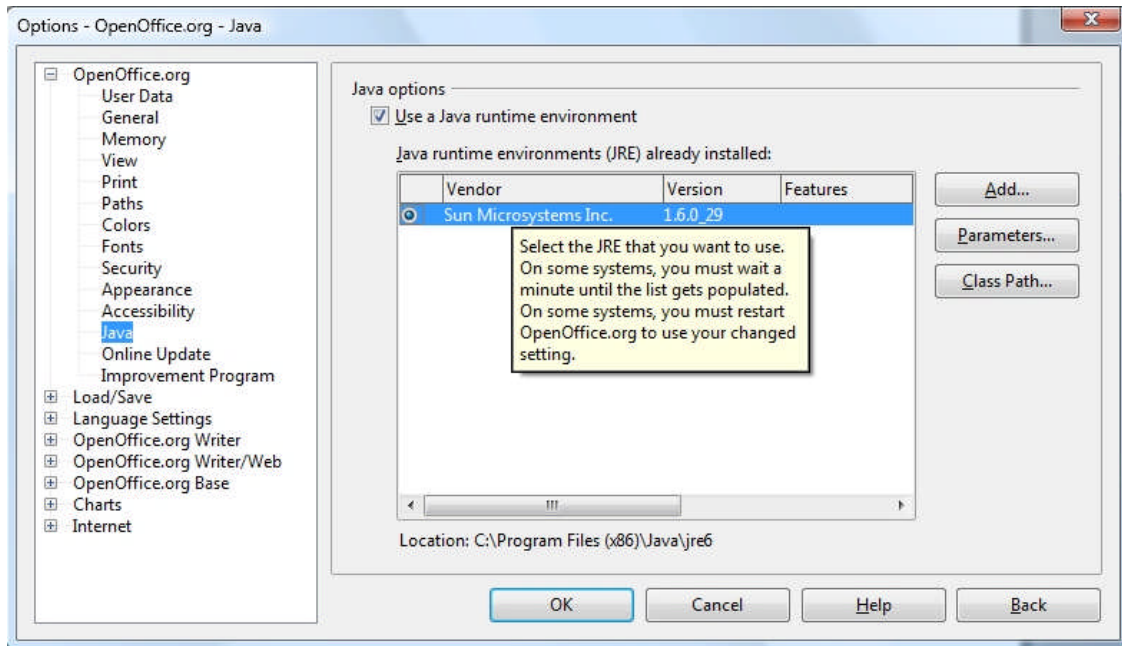


Figure 11 – OpenOffice Java Options

Test Document 3

This is a test of the *MediaWiki* extension for OpenOffice.org version 3.0 and above. Currently using version 3.3.

Figure 12 – Test Document 3.odt (OpenOffice 3.3.0 document)

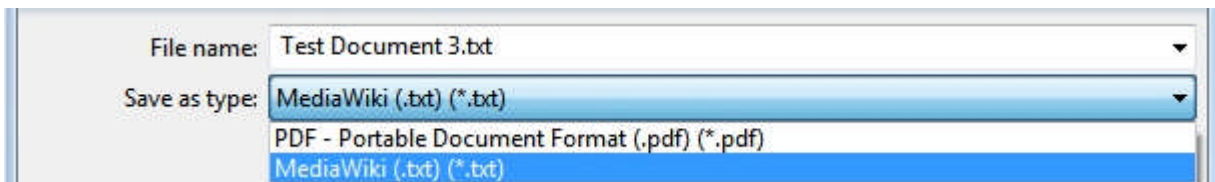


Figure 12 – Exporting OOo v 3.3.0 to MediaWiki format

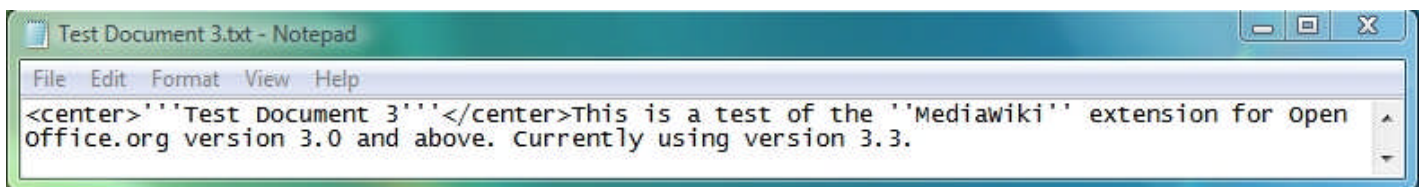


Figure 13 – Test Document 3.txt (Notepad document)

Example 2

From OpenOffice version 3.3.0

The Process

1. Created a document named **Test Document 3.odt** (see Figure 12).
2. Translated the Word document into MediaWiki text, by following these instructions:
 - a. In the Menu bar, clicked **File**, and then clicked **Export**.
 - b. In the File name box, named the export **Test Document 3.txt** (see Figure 13).
 - c. Clicked the **down arrow** next to the box labeled Save as type, and selected **MediaWiki (.txt) (*.txt)**.
 - d. Clicked the **Save** button.
3.
 - a. Signed in to the Wiki, clicked **Edit**, and then clicked the **Wikitext** button.
 - b. Opened the **Test Document 3.txt** (see Figure 14) document; in the Menu bar, clicked **Edit**, and then clicked **Select All**; right-clicked the highlighted area and then selected **Copy**.
 - c. In the correct place in the Wiki editing box, right-clicked and then selected **Paste**. The Wiki page was previewed, a description was typed in the Summary box, and then the page was saved. Notice that all the formatting came through.

The Result

Test Document 3

This is a test of the *MediaWiki* extension for OpenOffice.org version 3.0 and above. Currently using version 3.3.

NOTES:

— All versions of OpenOffice use Java.

— The extension for OpenOffice versions 3.0 and up is called **sun-wiki-publisher.oxt**. The documentation for this extension states that it can be used to sign in to a Wiki. It may work for other Wikis, but not for ours. This extension has no problems running on a 64-bit system, but it was a little tricky to install.



Running OpenOffice from a Flash Drive

Installing OpenOffice version 2.4.1 on a flash drive:

If you wish to keep the most current version of OpenOffice on your computer, the older version can be run from a flash drive. The full-fledged version found at OpenOffice.org would not install properly on a U3 flash drive. (It kept requesting that Disk 1 be inserted.) So, instead, a version made especially for portable drives was used. It works exactly the same way as the full-fledged version.

1. Go to <http://portableapps.com/suite/>.

2. Download one of the following PortableApps: Platform only, the Suite Light, or the Suite Standard. (The Suite Standard will include the current version of OpenOffice, which must be uninstalled.)
3. Copy the installation file to your flash drive and install it.
4. Locate the older version of OOo, named **OpenOffice_Portable_2.4.1_en-us.paf.exe** at <http://sourceforge.net/projects/portableapps/files/OpenOffice.org%20Portable/OpenOffice.org%20Portable%202.4.1/> (SourceForge.net is where PortableApps stores their files). If the file refuses to download, another copy can be found at http://www.wuala.com/jaro33/portables/OpenOffice_Portable_2.4.1_en-us.paf.exe/.
5. Copy the installation file to your flash drive and install it using the PortableApps interface (click **Options**, select **Install a New App**, browse to where the file is stored, select the file, and then click **Open**).
6. Be sure to properly eject your flash drive when you are finished using it.

When you have created a document in a current version of OpenOffice on your desktop and wish to use the MediaWiki text feature, copy the file to your flash drive. Close all instances (for all users) of OpenOffice on the desktop before trying to operate the older version on your flash drive.

NOTES:

— These instructions were written before the MediaWiki extension for newer versions was discovered. But, they may prove useful if the extension somehow just won't work on your computer. The PortableApps versions are identical to the regular versions in looks and operation.

— The flash drive version may also be used if you are borrowing a computer, and cannot make changes to that machine. Documents can be created and stored on the flash drive.

— The operation of this program on a flash drive tends to be slow. Sometimes, it's very, very slow.



Copying and Pasting – from LibreOffice

OpenOffice has recently changed hands a couple of times. LibreOffice is a new program, based on OpenOffice. It, also, is freeware. The look and functionality of both programs is almost identical. However, LibreOffice will export as MediaWiki text without the use of an extension. Each will seamlessly open the others' documents.



Figure 14 – LibreOffice 343 Test Document.odt (LibreOffice 3.4.3 document)

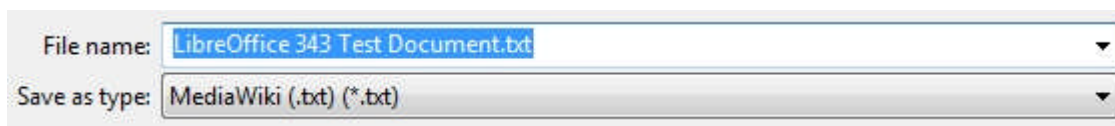


Figure 15 – Exporting LibreOffice v 3.4.3 to MediaWiki format

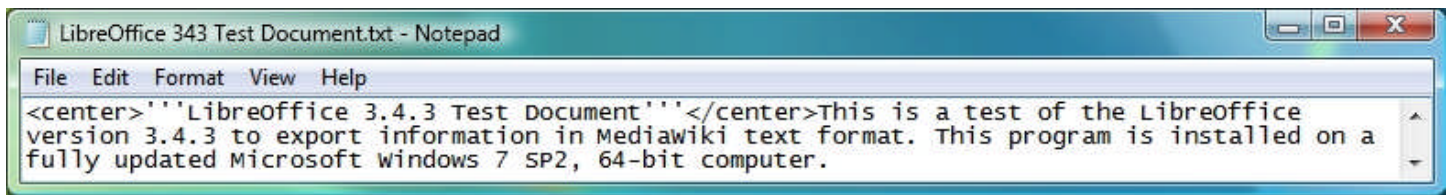


Figure 16 – LibreOffice 343 Test Document.txt (Notepad document)

Example

From LibreOffice version 3.4.3

The Process

1. Created a document named **LibreOffice 343 Test Document.odt** (see Figure 15).
2. Translated the LibreOffice document into MediaWiki text, by following these instructions:
 - a. In the Menu bar, clicked **File**, and then clicked **Export**.
 - b. In the File name box, named the export **LibreOffice 343 Test Document.txt** (see Figure 16).
 - c. Clicked the **down arrow** next to the box labeled Save as type, and selected **MediaWiki (.txt)** (*.txt).
 - d. Clicked the **Save** button.
3.
 - a. Signed in to the Wiki, clicked **Edit**, and then clicked the **Wikitext** button.
 - b. Opened **LibreOffice 343 Test Document.txt** (see Figure 17); in the Menu bar, clicked **Edit**, and then clicked **Select All**; right-clicked the highlighted area and then selected **Copy**.
 - c. In the correct place in the Wiki editing box, right-clicked and then selected **Paste**. The Wiki page was previewed, a description was typed in the Summary box, and then the page was saved. Notice that all the formatting came through.

The Result

LibreOffice 3.4.3 Test Document

This is a test of the LibreOffice version 3.4.3 to export information in MediaWiki text format. This program is installed on a fully updated Microsoft Windows 7 SP2, 64-bit computer.

NOTES:

— LibreOffice uses Java, just like OpenOffice does.

— LibreOffice can also be run from a flash drive, using the PortableApps software. There is a portable Java version available to go with it, and a portable Firefox browser, as well. The programs can be updated from within the PortableApps interface.

— LibreOffice, too, runs slowly from a flash drive, even one with plenty of room on it.

— Documents created and exported in the flash drive version are identical with those created in a desktop version (see Figures 18 & 19, below), and use the same instructions.

LibreOffice 3.4.3 Portable Test

This is a test of *LibreOffice* version 3.4.3 installed on a flash drive, through the PortableApps format.

Figure 17 – LibreOffice Portable Test.odt (LibreOffice v 3.4.3 Portable document)

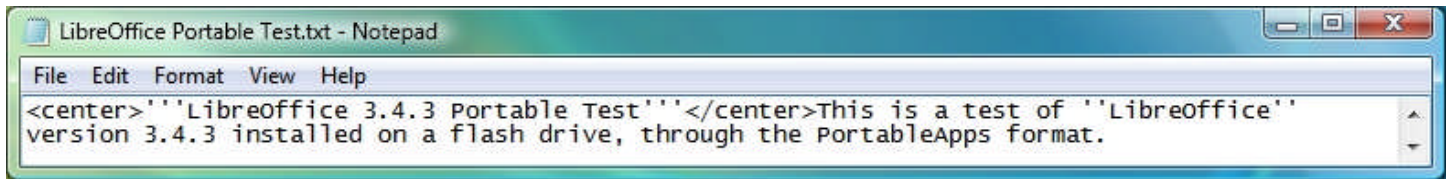


Figure 18 – LibreOffice Portable Test.txt (Notepad document)

Next Week

Next week's topics will be: Uploading images and files; placing images and files and their thumbnails in an article; roles in the Wiki

Web links

1. https://www.familysearch.org/learn/wiki/en/New_Wiki_Contributors_Training
2. https://www.familysearch.org/learn/wiki/en/Main_Page (Wiki home page)
3. https://www.familysearch.org/learn/wiki/en/Help:Edit_and_Contribute (newly revamped)
4. https://www.familysearch.org/learn/wiki/en/FamilySearch_Wiki:Mentoring
5. https://www.familysearch.org/learn/wiki/en/Help:How_to_Convert_a_Microsoft_Office_Document_into_Wiki_Format
6. https://www.familysearch.org/learn/wiki/en/Copy_Spreadsheets_into_the_Wiki

Download Locations

1. <http://www.microsoft.com/download/en/details.aspx?id=12298> (new URL for the Word add-in)
2. <http://www.brothersoft.com/openoffice.org-download-76797.html> (OOo 2.4.1)
3. <http://portableapps.com/suite> (PortableApps software)
4. <http://sourceforge.net/projects/portableapps/files/OpenOffice.org%20Portable/OpenOffice.org%20Portable%202.4.1/> (OOo 2.4.1 Portable)
5. http://www.wuala.com/jaro33/portables/OpenOffice_Portable_2.4.1_en-us.paf.exe/ (OOo 2.4.1 Portable, alternate site)
6. <http://download.openoffice.org/index.html> (OOo 3.3.0)
7. <http://extensions.services.openoffice.org/project/wikipublisher> (Sun Wiki Publisher extension)
8. <http://extensions.services.openoffice.org/en/download/2526> (Sun Wiki Publisher extension, download page)
9. <http://www.libreoffice.org/download/> (LibreOffice current version)
10. <http://portableapps.com/apps> (list of all PortableApps available)
11. http://portableapps.com/apps/internet/firefox_portable (Firefox Portable, current version)
12. http://portableapps.com/apps/utilities/java_portable (Java Portable, current version)

Reference

1. <http://wordmediawikiaddin.codeplex.com/> (created the Word add-in)
2. http://answers.microsoft.com/en-us/office/forum/office_2010-word/help-installing-mediawiki-converter-into-word-2010/175fdca6-2500-4490-881f-2a14d3f4bd90?page=1&tm=1319469298345 (64-bit system fix, advanced)